

Spec. Code: 0502
Occ. Area: 08
Work Area: 026
Prob. Period: 6 mo.
Prom. Line: None
Effective Date: 03/01/07
Last Action: Edited

RESEARCH FACILITY ATTENDANT

Function of Job

Under general supervision from a designated supervisor, provide specialized services and assist in converting rooms and laboratory areas for meetings and other special events in scientific research facilities where state-of-the-art research equipment is housed. Such facilities might include wet laboratories, rooms and labs with special fire protection and/or air filtration systems, nuclear magnetic resonance imaging rooms or laser facilities, and other specialized laboratories.

Characteristic Duties and Responsibilities

1. Performs all necessary work involved in the conversion of facilities and setups for events, banquets, conventions, seminars and dinners including placement of tables, chairs, and curtains
2. Sets up and operates media communications equipment (in coordination with resident electrician)
3. Performs specialized custodial services and operates related equipment in facility laboratories and special equipment rooms, such as electron microscope rooms, laser laboratories, magnetic resonance imaging rooms, and in rooms with special fire protection and/or air filtration systems, which may include mopping, scrubbing, sweeping, renovating and renewing floors, cleaning fixtures, cleaning and waxing furnishings, washing windows and other interior glass
4. Performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

None

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Ability to understand and follow complex technical instructions
2. Ability to lift heavy objects
3. Physical dexterity

4. Knowledge of general cleaning methods and techniques
5. Ability to operate custodial equipment and machinery
6. Ability to interact with others
7. Ability to learn specialized cleaning methods and techniques